

SCHOOL PLANT OPERATIONS MANAGER I

DEFINITION

Under direction of the building administrator, to plan, assign, supervise, and personally perform routine cleaning and maintenance work in schools and office buildings of the district. (During the summer months when building administrators are not required to be on duty, direction will be given by the Supervisor, Operations Services.)

JOB CHARACTERISTICS

Positions in this class either are assigned cleaning and maintenance responsibility for a school plant of a size usually requiring not more than two additional custodial positions or are responsible for supervising and participating in the work of a number of subordinate custodians assigned to the night shift.

EXAMPLES OF DUTIES

Prepares work schedules for the custodial staff and sees that work is done in accordance with instructions; at request of school principal, sees that rooms are set up for special events and meetings; supervises or personally performs routine repairs and adjustments to building fixtures and equipment; reports to the building administrator needed major repair work; operates or assists in operation of heating and air conditioning units; conducts frequent inspections of school plant to insure that standards of safety and cleanliness are met; gives instruction and training to custodians in proper work methods and procedures; requisitions custodial materials, checks and stores materials received, and controls the use of these materials; assigns custodians for overtime work at special events; maintains time and overtime records; prepares summer work schedules and supervises school plant restoration projects; confers with building administrator regarding transfer, promotion, and disciplinary action for custodial employees; supervises and assists in arranging facilities for night educational and civic meetings; directs visitors; safeguards school property; keeps records and prepares reports; and performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern cleaning methods and the use and care of cleaning materials and equipment;
Requirements for maintaining school buildings and adjacent areas in a safe, clean, and orderly condition.

and

Ability to:

Schedule and effectively supervise the work of others;
Instruct and train custodians in the proper performance of their duties;
Operate heating and ventilating equipment;
Use basic hand tools in performing minor repairs and adjustments;
Work cooperatively with those contacted in the course of the work;
Perform physical labor;
Keep records and prepare reports.

and

SCHOOL PLANT OPERATIONS MANAGER I (Continued)

Experience:

Two years of custodial experience within the Sacramento City Unified School District.

and

Education:

High school graduation or equivalent.

Range 43 (Effective 7-1-99)

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